



KING COUNTY

CODE ENFORCEMENT SUPERVISOR (BUILDING SERVICES SUPERVISOR)

DEPARTMENT OF DEVELOPMENT AND ENVIRONMENTAL SERVICES LAND USE SERVICES DIVISION

Annual Salary Range \$71,245 - \$90,307

Job Announcement: 06KG5829

OPEN: 2/1/06 CLOSE: 2/28/06

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **DDES Human Resources, 900 Oakesdale Avenue SW, Renton, WA 98055, Fax 206-296-6728.** Email applications are encouraged at ddesjobs@metrokc.gov (all application materials must be included). MS Word format is preferred. Application materials must be received by 4:30 p.m. on the closing date (postmarks are NOT ACCEPTED). **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:

- [King County application form](#)
- Resume
- Letter of interest detailing your background and describing how you meet or exceed the requirements

WORK LOCATION: 900 Oakesdale Avenue SW, Renton, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: The responsibilities of this position include providing supervision and technical direction to the code enforcement staff involved in ensuring compliance with County codes. Duties include managing section activities, giving direction on difficult or unusual situations, developing and implementing programs and procedures, and implementing business plans and budget for the section. The position requires substantial skills in the areas of program management, staff development, customer relations, case management, and leadership of technical staff and process improvement. This position will exercise considerable judgment and initiative in making recommendations to the Division Manager and serves as a key member of the Division's Management Team.

QUALIFICATIONS:

- Four-year degree in Public or Business Administration, Management, Liberal Arts, or related field or any equivalent combination of education and experience.
- Five years of progressive supervisory experience, including performance monitoring and making recommendations on disciplinary actions as appropriate.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

- Code and/or regulatory enforcement experience.
- Ability to analyze programs and procedures to make them more effective and efficient.
- Ability to manage case tracking through closure and produce effective tracking reports.
- Effective facilitation and negotiation skills to work with complainants and violators.
- Creative problem-solving skills
- Policy development and interpretation skills.
- Proven leadership, management and team-building skills.
- Responsive customer and public relations skills.
- Ability to work collaboratively with a variety of peers and clients to handle cross-functional activities.
- Excellent written and oral communications skills.

NECESSARY SPECIAL REQUIREMENTS: The candidate must possess a valid Washington State driver's license or the ability to travel throughout King County in a timely manner. The selected applicant must complete an annual "Financial Disclosure Statement" in accordance with the King County Code of Ethics.

UNION MEMBERSHIP: This position is not represented.

CLASS CODE: 8447